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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief of Logistics

DATE: 21 January 1954

FROM : Acting Chief, Supply Division

SUBJECT: Weekly Activity Report

1. GENERAL:

a. [REDACTED] (continued item) 25X1A6a

(1) Depot personnel are assigned to the new Virginia location of the Commo laboratory, to assist in erecting necessary shelving, setting up equipment and a general clean-up of spaces.

(2) Due to a relocation of power poles on the east side of the main building, power service to the warehouse will be down which will result in closing down the depot on the afternoon of Friday, 29 January.

(3) Physical inventory of Group 5, comprised of Communications and Photographic items, is progressing satisfactorily.

b. Supply Training: (continued item)

General indoctrination of Supply Division operations was given this week to:

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[REDACTED] EE Logistics (PCS to [REDACTED]  
[REDACTED] GS-11, FE Logistics ([REDACTED])

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Both individuals were given express invitations to return to the Division to obtain further detailed information relative to use of the catalog or other aspect of Supply operations that they feel desirable to better equip them in their field assignments. [REDACTED] is in Washington to take the Logistics Support Course to be conducted in early February.

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2. PROJECTS AND STUDIES IN PROCESS:

[REDACTED]

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printed in several places. No delay in deliveries of supplies required for the catalog is contemplated as a result of this minor revision.

3. OTHER ITEMS OF INTEREST:

a. Supply Regulations: (continued item)

Met with DD/P-Admin relative to headquarters regulations on the establishment of an Operational Stock Room for use by DD/P elements in equipping personnel traveling to the field on PCS or TDY. The regulation was approved in general at this level of collaboration and no controversial points to the regulation developed.

b. Procurement of New Safe Files: (new and completed item)

Physical Security has recommended to the Division the procurement of safe cabinets manufactured by [REDACTED] which are felt to be the most secure safes on the market today. The cost per cabinet, when ordered in quantities of 100, is \$267.31. Based on this recommendation and stock status requirements for safe file cabinets, a requisition for 200 units has been processed to Procurement for action. It should also be pointed out that the [REDACTED] in the opinion of experts in this field, closely approximates the standard specifications for safe cabinets being developed jointly by the Agency, AEC, GSA, and DOD.

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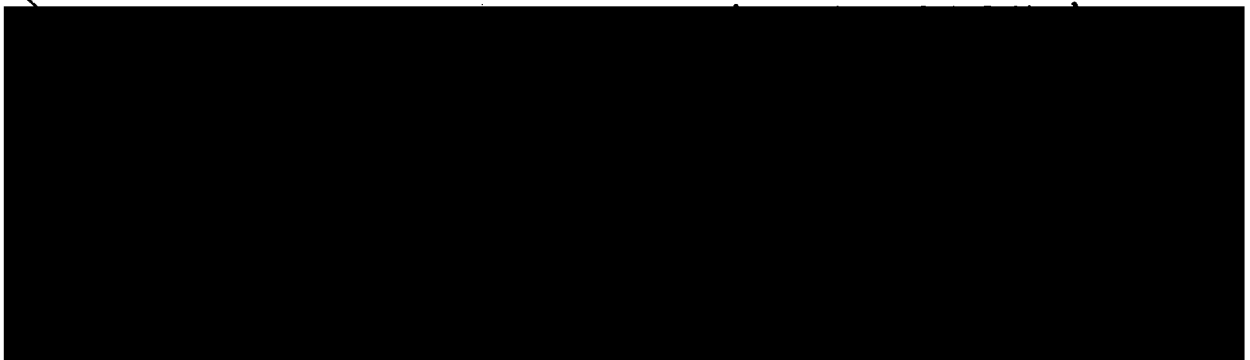
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c. Catalog Listings for the Requirements Program (C&R): (New and completed item)

(1) A catalog listing of sensitive TSS items which do not appear in the catalog has been run off for use by TSS and C&R in requirements planning.

(2) Listings were also prepared from the catalog deck of expanded nomenclature for Groups 1 (Ordnance) and 2 (Transportation) for use by operating divisions and C&R in this project.

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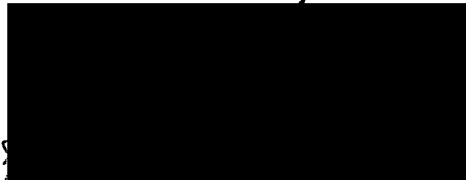
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4. MAJOR PROBLEMS:

None

5. MAJOR OBJECTIVES:

Refer to Weekly Activity Report of 10 December for current status of objectives.



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LO/SD:DWW:mt (21 Jan 1954)

Distribution:

1 - Supply